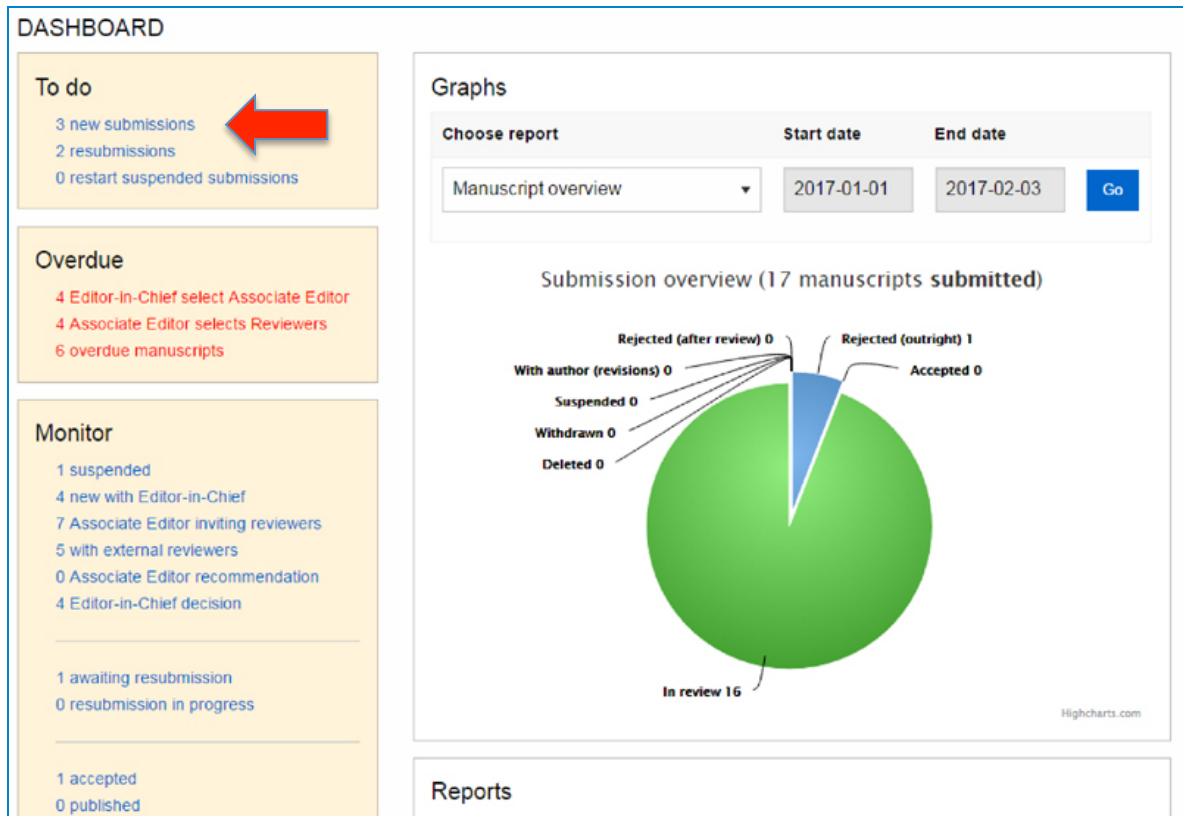





**Online peer-review**  
**Editorial office processes a new manuscript submission**

The dashboard provides information about the present state of the journal, including manuscripts currently in review, new submissions and resubmissions.

To process a new submission click on the link at the top of the 'To do' list.



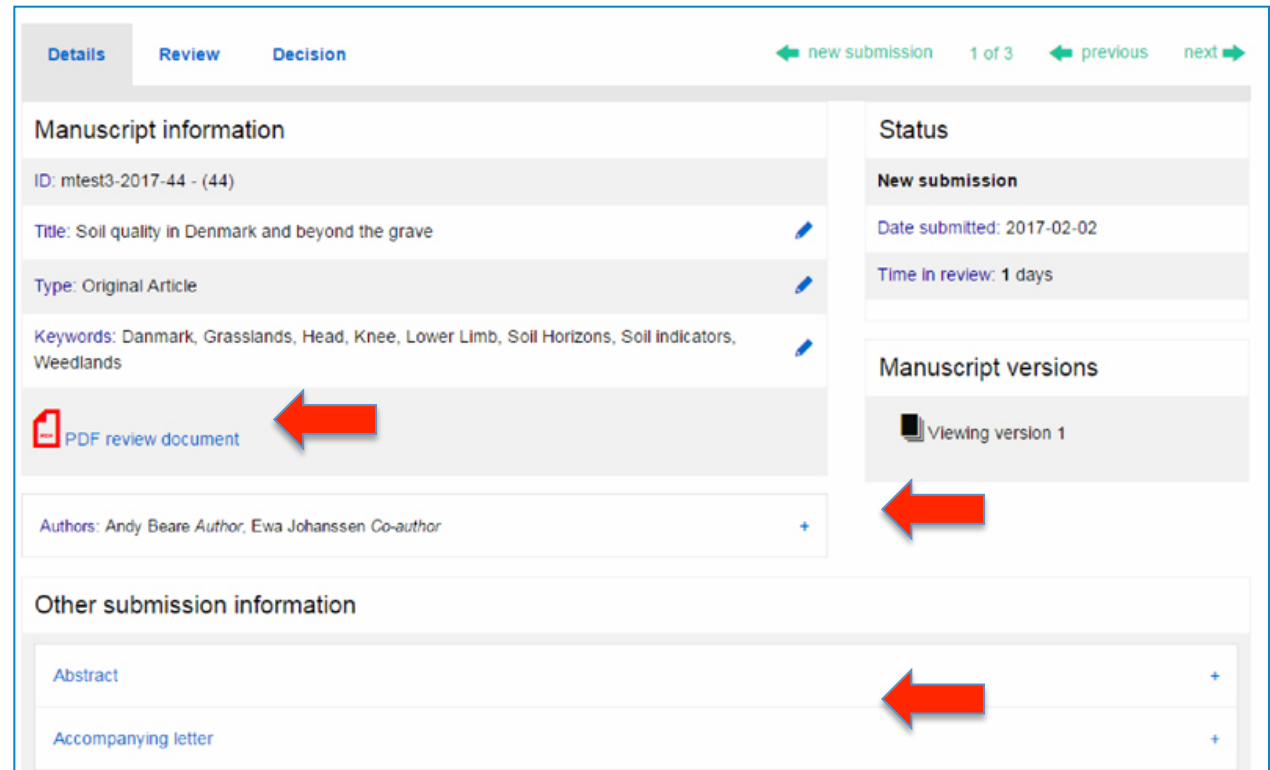
An overview of all new submissions is presented. Click on the 'view submission' button to access the details page of the manuscript.

Andy Beare as Editorial Office [ CHANGE ROLE ]		CONFIGURE	SEARCH	DASHBOARD	PROFILE	[ SIGN OUT ]
new submission						
Submission/Title/Type	Status					
Manuscript ID: mtest3-2017-44 - (44) Manuscript submission Title: Soil quality in Denmark and beyond the grave Authors: Andy Beare <i>Author</i> , Ewa Johanssen <i>Co-author</i> Date submitted: 2017-02-02	Submitted				<a href="#">View submission</a>	
+						
Manuscript ID: mtest3-2017-45 - (45) Manuscript submission Title: The title is this one Authors: Andy Beare <i>Author</i> Date submitted: 2017-02-02	Submitted	<a href="#">View submission</a>				
+						
Manuscript ID: mtest3-2017-46 - (46) Manuscript submission Title: This is a story of rain in Spain Authors: Andy Beare <i>Author</i> , Wanda Wendle <i>Co-author</i> Date submitted: 2017-02-02	Submitted	<a href="#">View submission</a>				
+						

The details page is where manuscript information displayed.

The status of the submission can be seen in the panel to the right. The PDF review document is checked to ensure compliance with the author guidelines.

Clicking the accordian boxes provides further information, including the complete author list, abstract and accompanying letter.



The screenshot displays the 'Details' page for a manuscript submission. The page is divided into several sections:

- Manuscript information:**
  - ID: mtest3-2017-44 - (44)
  - Title: Soil quality in Denmark and beyond the grave
  - Type: Original Article
  - Keywords: Danmark, Grasslands, Head, Knee, Lower Limb, Soil Horizons, Soil indicators, Weedlands
  - PDF review document (indicated by a red arrow)
  - Authors: Andy Beare Author, Ewa Johanssen Co-author
- Status:**
  - New submission
  - Date submitted: 2017-02-02
  - Time in review: 1 days
  - Manuscript versions: Viewing version 1 (indicated by a red arrow)
- Other submission information:**
  - Abstract (expandable section, indicated by a red arrow)
  - Accompanying letter (expandable section, indicated by a red arrow)

Further down the page, the individual files submitted by the author can be viewed.





The 'visible to reviewers' link can be toggled to include or remove files from the PDF review document. The order of the files can also be changed by selecting from the drop-down list. The editorial office can also add files or update information on behalf of the authors from this page.

The take action panel shows the possible actions the editorial office can take at this stage. If the submitted information is incorrect the suspend feature is used so the author can remake and resend their submission. If the details are ok, the review is started by clicking on 'Start review'.

### Notes

[Add a note](#)


### Files


File order	View	Size	Ext	Date	Type	Reviewer visibility	Delete
55 ▾		11kB	docx	2017-02-02 15:25:10	Manuscript	Visible to reviewers <a href="#">[hide from reviewers]</a>	
56 ▾		136kB	png	2017-02-02 15:25:24	Figure	Visible to reviewers <a href="#">[hide from reviewers]</a>	


Upload files: [any missing files to this submission](#) +


[Similarity report](#) +


### Take action


  
Delete

  
Suspend

  
Export zip

  
Withdraw


  
Start review




When the 'Start review' button is selected, a panel appears so the action can be either confirmed or cancelled.

Similarity report
+


Are you ready to start the review process? You should ensure that the above information is correct and the files marked 'visible to reviewers' are complete and comply with the submission guidelines.


**Yes - start review**
No - cancel


Take action




Delete




Suspend



Export zip



Withdraw



Start review


When start submission is confirmed, the user is forwarded to the review page. If a journal has only one Editor-in-Chief, the program will automatically select and alert this editor and forward the manuscript accordingly for evaluation.

However, if the journal has multiple EiCs, the user is prompted to select an editor from the dropdown list.

Re-assign +

---

Editor-in-Chief:

**ASSIGN EDITOR-IN-CHIEF NOW** 

---

Flags Add a flag

---

Notes Add a note

---

Add a marked-up review document for the authors +


Editor-in-Chief must be selected before reviewers can be selected

Editor-in-Chief:

**ASSIGN EDITOR-IN-CHIEF NOW** -

[Empty dropdown]

Andy Beare: 3

Carla Ida Roberts: 4 

Karl Manheim: 14

---

Flags Add a flag

---

Notes Add a note

---

Add a marked-up review document for the authors +


Editor-in-Chief must be selected before reviewers can be selected

The Editor-in-Chief has now been assigned and alerted that a manuscript is ready for evaluation and the new submission tasks are now completed.

At this stage, the editorial office can also invite an associate editor but it is usually the EiC who will perform this task once the manuscript has been initially evaluated.

Authors: Andy Beare *Author*; Ewa Johanssen *Co-author* +

Email assigned alert sent to Andy Beare (andy@manuscriptmanager.com)

Editorial Office: Andy Beare   
 Assigned: 2017-02-02

Re-assign +

Editor-in-Chief: Andy Beare

ASSIGN ASSOCIATE EDITOR NOW

+



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# Thank you

[support@manuscriptmanager.com](mailto:support@manuscriptmanager.com)

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